# Office Memorandum • United States Government

TO : Chief, Operations School

DATE: 13 March 1957

FROM : AO/OS

SUBJECT: Weekly Activity Report #11

## A. SIGNIFICANT ITEMS:

The Overseas Branch is undergoing the painful process of having its office painted! Despite the temporary inconvenience, the Branch considers this project worthwhile.

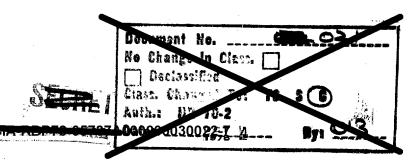
Several members of the Overseas Branch have devoted con-

#### B. OTHER ITEMS:

## 1. TRAINING MATERIALS IN LIBRARY VAULT:

siderable time during the past two weeks to determining the disposition of training materials in the OTR Library Vault. Because of the quantity of old materials which have accumulated in the vault, and because of the constant demand from DDP for training materials, AO/OS feels it is necessary to review all of the items to see whether 25X1A9a they are current and useful. is working , checking the materials against 25X1A9a closely with 25X1A9a the Overseas Branch card indices. for the past two weeks, 25X1A9a been detailed to assisting in the disposal of obsolete materials and packaging useful items for removal to another "restricted" vault, when one is available. AO/OS has discussed questionable items with 25X1A9a of the Intelligence School, and 25X1A9a of the Operations School. She has also spent approxi-25X1A9a mately a day and a half with Messrs. 25X1A9a

that will retain a record copy of all OTR materials in the Library, and will also maintain a complete file of all DDP Operational Aids, and other doctrinal materials for reference purposes.



Approved For Release 2001/07/16

25X1A9a

CONFIDENTIAL

completion of this task is 22 March.

25X1A

25X1A9a

The OA's and sees are of special importance because they set forth current Agency doctrine, and are invaluable to all OTR instructors engaged in preparing training papers. AO/OS has also arranged with Messrs. to visit the Agency Records Center to pass upon the destruction of all but record copies of some 20 boxes of obsolete materials sent to the Center last year. The target date for

c. Arrangements have been made to send to SR, copies of all training materials which have been translated into the Russian language, including the old BATT manual and a number of Staybehind papers. OTR has had no demand for these items, but will retain record copies of each in the event they are ever needed.

25X1A

25X1A9a

2. EE TUTORIAL PROGRAM. informed a member of the Overseas Branch that he would gladly keep in mind the Overseas Branch desire for illustrative examples and case material with training value while he is engaged in screening case files for EE/ tutorial program. Mr. 25X1A 25X1A9a suggested that the Overseas Branch in the near future give him a list of subjects and types of examples 25X1A9a most needed. He stated that 25X1A had already expressed willingness to cooperate in making properly sterilized case material available to OTR for 25X1A9a training usage. tentatively agreed to a procedure whereby EE would indicate the degree of sterilization needed in a given example or case, in light of OTR's specific training purpose for it. OTR (in this instance the Overseas Branch) would then receive the case on loan, would accomplish the sterilization, and would submit the sterilized version to EE for approval. The original case papers would be returned to EE files. As AO/OS has not yet had opportunity to discuss this matter fully with C/OS,

further Overseas Branch action is being deferred.

25X1A8a 25X1A9a 3. visited the Overseas Branch and turned over four large envelopes of training without 25X1A material which had been held at the Headquarters 25X1A9a AO/OS knowledge. requested that the Overseas Branch assist him in preparing for dispatch to a case officer 25X1A6a those items for which CI/OA approval might be obtained.

COMBIDENTIAL

## 4. TRAINING MATERIALS IN PREPARATION:

Sanitized Version of OTR's Glossary of Intelligence Terminology. On 8 March the Overseas Branch received from Reproduction the final draft of the Glossary, which had been used in producing the photo-offset version. In order to develop a sanitized edition of the Glossary, the Overseas Branch has suggested numerous excisions and revisions of definitions. These are now awaiting approval before sending a draft of the sanitized edition to Reproduction.

### 5. TRAINING MATERIALS FORWARDED:

25X1A8a

- Two items having to do with caching proa. cedures were forwarded to NEA, for use by staff personnel in training indigenous agents.
- WH/Division: In response to a telephoned request, ten copies of the paper entitled "Observations on an Índigenous 25X1A9a Training Program" were transmitted to These copies, it is understood, will be forwarded to WH field stations.

25X1A8a 25X1A8a

Sixteen documents were transmitted EE for use in training a high-level member of a friendly government to defend himself against surveillance and similar measures while on an important mission. This was a priority request from a former 25X1A9a "alumnus" of the Overseas Branch,

25X1A9a

25X1A

- The Overseas Branch assisted EE, in filling a hurried cable request for two OTR-produced films. was accomplished through the cooperation of Mr. James of OTR's Film Section.
- IS/TR: One copy of the Clandestine Communications Chapter of the new staff Tradecraft manual was given to 25X1A9a Chief Instructor, Intelligence Orientation Course, for his retention and use. 25X1A9a